

D/T/B/IS  
Chrons

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Senior Executives Association Annual Executive Excellence Awards

FROM:

Robert W. Magee  
Director of Personnel

EXTENSION

NO.

DATE

JUN 27 1985

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for  
Science and Technology  
6E45 Headquarters

2.

3.

D/FBIS

9/3

M

3. Please have response back  
to C/MS by COB 8 July.

4.

5.

6. Chief, Management Staff  
DDS&T  
Room 6E45 - Headquarters

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11.

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14.

15.

No recommendations.  
M

JUN 7 1985

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Director, Intelligence Community Staff  
Director, National Intelligence Emergency Support Office

FROM: Robert W. Magee  
Director of Personnel

SUBJECT: Senior Executives Association Annual  
Executive Excellence Awards

1. The attached letter and brochure describes an Annual Executive Excellence Awards Program that was recently established by the Senior Executives Association (SEA) and invites our participation. The SEA is a non-government sponsored, non-profit organization with operating expenses derived from membership dues and private contributions. This is their first awards program and they have not established exactly what the award will be, i.e., monetary, a plaque, or a certificate.

2. Any SIS officer is eligible for consideration for these awards. However, the SEA selection committee will contain non-government representatives and nominees will be subject to media attention. Therefore, any nominees must be able to be identified with the Agency and the entire nomination must be unclassified.

25X1 3. If you have any nominees, please submit the nomination package,  
25X1 prepared exactly as described in the attached brochure, to the Office of  
Personnel, Awards Branch, [redacted] You are responsible for obtaining  
the concurrence of [redacted] the Office of Personnel will obtain  
Office of Security approval. These nominations, or a negative response, must  
be received by OP/Awards Branch no later than 10 July 1985 to be considered.  
Final selection of candidates will be made after all nominations have been  
received.

25X1 [redacted]

ROBERT W. MAGEE

Attachments

25X1

CONFIDENTIAL

# Senior Executives Association



Executive Registry

85-1849

DD/A Registry  
95-1670

May 1, 1985

Honorable William J. Casey  
Director  
Central Intelligence Agency  
Washington, DC 20505

D/Pers 95-1426

Dear Mr. Casey:

The Senior Executives Association is pleased to announce the establishment of its Annual Executive Excellence Awards Program. These awards will recognize career senior executives and careerists in equivalent level positions in the federal government who have made significant contributions to the public service and who have improved the image of the career Senior Executive Service.

You are invited to submit one or more nominations by July 31 for each of the following awards:

- o Executive Achievement
- o Distinguished Executive Service

If you have more than one nominee for either category, please rank the nominations.

Nomination and selection procedures are described in the enclosure. The Selection Committee will include individuals with distinguished service records from academia, the government, and the private sector.

Recipients of these awards will be formally recognized at a special ceremony at the annual conference of the Senior Executives Association/Professional Development League on October 29 and 30, 1985.

Nominations must be received on or before July 31, 1985. Please contact me at SEA's local office if you have any questions concerning this matter. The telephone number is (202) 535-4328.

Sincerely,

cc: Assistant Secretary  
for Administration  
Director of Personnel

  
BLAIR CHILDS  
Executive Director

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### Selection Criteria

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Nominations will be assessed in terms of the following criteria:

#### Executive Achievement Award

- Measurable efficiency and effectiveness improvements resulting from the special achievement.
- Impact of the improvements on the Federal Government and public.
- Personal leadership and involvement in the achievement.
- Duration of benefits resulting from the achievement.
- Innovation and creativity in accomplishing the achievement.

#### Distinguished Executive Service Award

- Sustained superior performance over years of service at the senior executive or equivalent level.
- Variety of outstanding achievements.
- Complexity of assignments and scope of duties and responsibilities.
- Professional standards and conduct which bring high credit to the Senior Executive Service.
- Personal integrity and dedication to the public service.

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### Board of Directors

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Dorothy Mead • Equal Employment Opportunity Commission  
Gerald Meyer • Food and Drug Administration  
Richard Strombotne • Department of Transportation  
Mary Louise Uhlig • Environmental Protection Agency



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## Executive Excellence Awards 1985

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### Selection Procedures

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An SEA Awards Committee consisting of career executives from six different agencies will review the nominations and submit nominees for each award to the Selection Committee.

The Selection Committee will review nominees referred to them and select the award recipients. The Selection Committee members will include prominent individuals in government, academia, and the private sector.

Senior Executives Association  
P.O. BOX 7610, BEN FRANKLIN STATION, WASHINGTON, D.C. 20004

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## Senior Executives Association

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Whether they direct the Secret Service agents who guard the President, the NASA astronauts who fly the space shuttle, or the research scientists who inch closer to a cure for cancer, the members of the Senior Executives Association provide the leadership and expertise to manage an efficient, productive and fiscally sound government.

The Senior Executives Association is a professional non-profit corporation formed in October 1980. SEA membership is limited to current and former members of the SES, supergrade executives and GS and GM 15s whose positions are subject to the centralized control of their agencies' or bureaus' Executive Resource Board or who have completed an Agency Executive Development program/course or have attended FEL. SES career peer groups in other agencies are also eligible. Associate, non-voting membership is open to non-career peer groups in other agencies and flag officers in the military. SEA is independent. It is not associated with any government agency.

Our membership is committed to efficient and effective leadership in government and seeks to obtain fair pay, training, benefits and recognition for the almost 7,000 career federal executives who manage the federal agencies.

Major SEA goals include improving the efficiency, effectiveness, and productivity of the Federal Government and recognizing the significant contributions of career federal executives. In support of these goals, SEA has established an Annual Executive Excellence Awards Program to formally recognize federal career senior executives who have made outstanding contributions to the public service.

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## Awards

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The Executive Excellence Awards Program recognizes career senior executives who have made significant contributions to improving the efficiency, effectiveness and productivity of the Federal Government as well as those whose performance has improved the image of the career senior service. One or more awards will be made in each of the following categories:

**Executive Achievement Award.** This award recognizes career executives who, through their outstanding leadership, have accomplished a special achievement which has significantly improved the efficiency and effectiveness of a federal program.

**Distinguished Executive Service Award.** This award recognizes career executives who have demonstrated sustained outstanding and distinguished performance and dedication to the public service throughout their federal service careers.

Recipients of these awards will be formally recognized at the Senior Executives Association Annual Conference in Washington, D.C., in the Fall of 1985.

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## Nomination Procedures

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Each federal department and independent agency head may nominate one or more executives for each award. Individuals should be nominated for one award only. If more than one individual is nominated for the same award, the agency head should indicate the rank order of nominees.

The following information must be submitted for each nominee:

1. Transmittal letter signed by the agency head or designated representative recommending the nominee for the award.
2. Name, title, SES or equivalent level, agency address, and telephone number of the nominee.
3. One to two page (double spaced) description of present position, employment chronology, educational background, and previous awards received.
4. Two to three page narrative (double spaced) which specifically describes the nominee's accomplishments in conformance with the selection criteria.

Completed nominations should be mailed by July 30, 1985, to:

SEA Awards Committee  
Senior Executives Association  
P.O. Box 7610  
Ben Franklin Station  
Washington, D.C. 20044

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## Eligibility

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All career Senior Executive Service members and equivalent (e.g., GS-16/18 and other peer groups) in the Federal Government are eligible.